

**BY ORDER OF THE 375TH
AIRLIFT WING COMMANDER**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 21**



**Scott Air Force Base
Supplement 1**

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Supply

**SPECIAL LOGISTICS SUPPORT
PROCEDURES**

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AFMAN 23-110, Volume 2, Part 2, Chapter 21, is supplemented as follows:

21.109.1. (Added) See AFMAN 23-110, Volume 2, Part 2, Chapter 19, Section A, paragraph 19.8., for additional vehicle tire procedures.

21.155.1. The following procedures will be used to move generated hazardous materials, as a result of expired shelf life within the pharmacy:

21.155.1.1. (Added) When the shelf life of an item has expired, the item will be TRM processed. These items will be moved to a Defense Reutilization Marketing Office (DRMO) holding location in the HAZMART Pharmacy. HAZMART supply personnel will sign Copy 1 of DD 1348-1A, **Issue Release/Receipt Document**, and forwarded to Document Control. Remaining copies will be held with the property awaiting DRMO review. HAZMART supply personnel will contact the DRMO HAZMART representative at DSN 742-8002/8008 to schedule a visit to the pharmacy for inspection of items. The DRMO representative will validate that property and paperwork are in compliance with DRMO directives. If documentation is in compliance, the DRMO representative will enter them into the Defense Reutilization & Marketing Service (DRMS) system for possible distribution to other bases/government agencies for a period not to exceed 90 days. If the documentation is not in compliance, the HAZMART personnel will correct any discrepancies.

21.155.1.2. (Added) When DRMS determines the items cannot be redistributed, they will send correspondence to the HAZMART Pharmacy stating the items can be declared hazardous waste.

21.155.1.3. (Added) The HAZMART Pharmacy will then process hazardous waste turn-ins IAW this chapter.

21.155.1.4. (Added) Items generated by other than the Standard Base Supply System (i.e., International Merchant Purchase Authorization Card (IMPAC), Government Operated Civil Engineering Supply Store, Contractor Operated Parts Store, found on base, items returned from shops, etc.) will be placed in free-issue, held for 30 days, and advertised via the Air Force Environmental Management Information System

(EMIS) Website and other locally determined sources. After the 30-day period, these items will be turned over to 375 CES/CEV for “hazardous waste” disposal with all supporting documentation.

21.157.1. The point of contact (POC) for TAC services is HAZMART, Bldg 555, Ext. 256-5962.

21.157.3.2. Generating activity provides this data with the assistance of the Base Civil Engineering Environmental Office.

21.158. Records Maintenance will verify the FIL processed.

21.158. The FIL Screen (442) will be completed as follows:

Table 21.3. (Added) FIL Screen (442) Procedures.

CAGE=ZZZZZ
Nomenclature=Waste (Name of Waste)
Example: Waste Lithium Battery
Waste OIL
Waste RAGS

21.160. Prepare the turn-in document (AF Form 2005, **Issue/Turn-In Request**) in 3 copies.

Table 21.4. (Added) Documentation Processing Procedures.

Copy 1 is filed in Document Control after processing.
Copy 2 will be returned to the generating waste activity.
Copy 3 will be filed in HAZMART.

21.160.2.2. HAZMART will use Serial Number 7150-7199 for processing.

21.160.2.5. Base Supply personnel who prepare/accept AF Forms 2005 from the generating waste activity will enter their name and date in Block A of the form.

21.160.2.5.1. (Added) The waste activity will enter their name, phone number, and organization in Block A.

21.160.2.5.2. (Added) The Base Environmental Office will enter the name, phone number, date, and signature of the individual who certifies that funds are available in Block B.

21.160.2.5.3. (Added) The waste activity will enter the stock number, unit of issue, quantity, document number, and DMO condition code in Blocks 8-44.

21.160.2.5.4. (Added) The Base Environmental Office will enter the funds authorization in Block E (e.g., \$2.50 X 43 LB=\$107.50).

21.160.2.5.5. (Added) The waste activity will enter descriptive information pertaining to the material in Block J.

21.160.2.6. The words “Hazardous Waste/Non-Hazardous Waste” will be entered in Block D on the face of the turn-in document to readily identify the type of documentation. The Base Environmental Office will determine the type of waste.

21.160.3.1. The Base Supply personnel will sign Copies 1 and 3 of Book One; DD Form 1348-1A; Block 22 (Signature); and Block 23 (Date).

21.160.3.3. The individual from the generating waste activity will print his/her name and date in the “Whse/Sign-Date Area,” and enter their payroll signature in the “Inspector Area” (original and duplicate of DD Form 1348-1A).

21.160.3.4. Copy 1 of the TIN Document (AF Form 2005) and Copy 1 of the Disposal Document (DD Form 1348-1A) will be forwarded to Document Control. Copy 3 of the TIN Document (AF Form 2005) and Copy 3 of the Disposal Document (DD Form 1348-1A) will be filed in the HAZMART Pharmacy.

21.160.5. Follow DRMO procedures in paragraph **21.155.1.** of this supplement.

21.162.2. AF Form 2005. Block A = In-checker’s name, date, and waste-generating activity name, phone number, and organization; Block B = Base Environmental Office, name, phone number, signature, and date; Block E = Funds authorization.

21.162.3.1. Block C, DD Form 1348-1A. Insert “HM” if property is a hazardous material or “HW” if the property is a regulated hazardous waste.

21.162.3.2. Block W, DD Form 1348-1A. Signature and date of person who is processing the Base Supply disposal transaction.

21.162.3.3. Block X, DD Form 1348-1A. Enter the words “Hazardous Waste”; item's proper shipping name (as shown in Department of Transportation *Title 49, Code of Federal Regulation (CFR) Part 172, Hazardous Materials Regulations and Procedures*, as much descriptive information as possible; and/or attach additional documentation with this data.

21.162.3.4. Block Y, DD Form 1348-1A. Enter the deposit account number.

21.167.3. (Added) The following procedures will be used by HAZMART and the Equipment Management Office (EMO) to process IMPAC requests:

21.167.3.1. (Added) Requests for hazardous material must be processed through HAZMART. The control number will be composed of a five-digit sequential number, “H,” Julian date, and a four-digit serial number that starts at 0001 for each new Julian date (i.e., 01625H21920001).

21.167.4. (Added) Equipment. When the request is for accountable equipment, follow these procedures:

21.167.4.1. (Added) If all other base agency authorizations have been obtained, the Equipment Management Office (EMO) will establish an authorization detail under ASC 000 CC.

21.167.4.2. (Added) The EMO will code the detail with a control number and a 30-day suspense. Positions 82-93 of the FCI will be used as follows: CC 6154 940001 (credit card, current date + 30-day suspense, and control number).

21.167.4.3. (Added) The customer/custodian will be notified that the purchase can be made and be reminded to either return to the EMO and sign the accountable document (FED) after receipt of property or send a copy of the custodian-signed sales receipt to the EMO.

21.167.4.4. (Added) The EMO will clear the suspense detail from ASC 000 CC by assigning the item to the appropriate Table of Allowance or initiating an AF Form 601, **Equipment Action Request**, to request retention authority.

21.167.5. (Added) If a DD Form 1348-6, **DOD Single-Line Item Requisition System Document**, for the equipment is not provided, the EMO will create one from the information provided by the cardholder. The DD Form 1348-6 will be used to load a locally assigned stock number for accountability purposes.

21.167.6. (Added) The Q09 will be processed monthly by Computer Operations to review details past the 30-day suspense. The customer will be contacted by telephone to take action to clear the suspense within 15 days from the date contacted by phone; a letter will be prepared and forwarded to the organizational commander.

21.170.3. (Added) The EMO is the single POC for referral of inquiries regarding Small Arms Serial Number Reports and data.

21.182.2. The EMO is the single POC for referral of inquiries regarding COMSEC Serial Number Reports and data.

Attachment 21M-1. 1VR INPUT

21M1.4. Input Format and Entry Requirements.

Table 21M1.1. 1VR Input. Positions 69-80, Optional Data. **NOTE 7: This field will contain the location of the issued cylinder/containers, as required by Chapter 14, Section A, paragraph 14.14.11.**

Attachment 21-AB-8 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Department of Transportation Title 49, *Code of Federal Regulation (CFR) Part 172, Hazardous Materials Regulations and Procedures*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

ANG—Air National Guard

ASOS—Airlift Special Operations Squadron

CES—Civil Engineering Squadron

COMSEC—Communications Security

DD—Department of Defense Form

DRMO—Defense Reutilization and Marketing Office

DRMS—Defense Reutilization and Marketing System

EMO—Equipment Management Office

FIL—Fill Request

HAZMART—Hazardous Material

IMPAC—International Merchant Purchase Authorization Card

IAW—In Accordance With

LSS—Logistics Support Squadron

POC—Point of Contact

TIN—Turn-In

TSI—Tekster, Inc. (Contractor)

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